



Time Leave Attendance



People are asking “What is TLA?” or “Why do we need it?”

This handout contains the answers. Use it to help you understand how the Time, Leave and Attendance (TLA) system will make the Washington State Department of Transportation more efficient and cost effective.

Getting a new TLA system in place is a MUST

WSDOT's current time, leave and attendance systems were custom built in the '80s. They are old, unstable and do not support our current business needs. Currently, WSDOT uses multiple systems and manual processes to track timekeeping and leave requests. Our systems also make it difficult to ensure that rules and benefits negotiated by labor unions are consistently applied. Routing and management of timesheets and leave requests can be inconvenient and inefficient, and statewide data is inconsistent and difficult to obtain. Some additional challenges we face include:

- More than 7,000 paper timesheets must be entered manually into different systems each pay period which can lead to mistakes including overtime earned but not paid, pay for hours not worked and time miscalculated or miscoded.
- Each of the 7,000 paper timesheets must be manually reviewed and approved prior to entering the data into the timekeeping or payroll systems.
- Implementing, tracking and enforcing provisions of collective bargaining agreements is difficult, primarily relying upon manual processes which can lead to mistakes.
- Current timekeeping systems rely upon weighted labor rates which are a mix of actual and estimated expenditures and create challenges in reporting and budget management.

Work is underway

Working in conjunction with the Office of Financial Management and the Department of Enterprise Services, over 150 WSDOT marine and non-marine employees participated in gathering requirements for the new system. Using these requirements, Request for Proposals from software vendors was issued and a vendor was selected in Oct. 2013. Work on developing the system is currently underway. WSDOT and Ecology are the first agencies to use the new system. The ultimate goal is that this system will be used by all state agencies.

What's in it for you? Capabilities of tomorrow's system:

- Saves employees, managers, and timekeepers time by eliminating paper timesheets, manual reviews/approvals, and having to enter the data from the timesheet into the system.
- Helps you better manage your leave with the ability to view projected leave balances.
- Empower employees and managers with self-service time entry, leave requests, and automated leave approval.
- Facilitates accurate pay by automating business rules based on collective bargaining agreements, WACs, and other required criteria.
- Enables flexible online shift schedule development, assignment and management as well as the more complex shift scheduling and dispatch functionality used by ferries.
- Better reporting to respond to information requests.

Want to know more?

There are several ways to stay up-to-date on information regarding TLA:

- Check out our website: www.wsdot.wa.gov/Employees/TLA/default.htm
- Find and read the frequently asked questions by employees regarding this project. www.wsdot.wa.gov/Employees/TLA/FAQ.htm
- If you have questions, email TLA@wsdot.wa.gov.
- If you are nervous about sending a question to the project team, submit your questions anonymously. (www.surveymonkey.com/s/9BPWNVD)
- Sign up for GovDelivery to receive e-mail alerts with detailed information. public.govdelivery.com/accounts/WADOT/subscriber/new?topic_id=WADOT_359

Who represents my interests?

Employees have “change agents” in their regions and offices designated to work with the project to communicate and coordinate this major change to marine and non-marine employees.

Who to contact for more information

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